



ICASE ASSET Director Job Description

The ASSET Director will provide leadership and support for the development and implementation of the ASSET alternative licensure program. Duties will be performed in alignment with ICASE's vision and mission. The Director will have support from ICASE leadership and management.

Preferred Experience & Qualifications

Desired applicants must have:

- At least five years of teaching experience in special education
- At least three years of administrative experience
- Special education administrative credentials preferred
- Excellent communication skills
- Innovative thinking skills
- Ability to work independently with a vision to produce results
- Digital communication skills such as Word, Google platforms, spreadsheets, software programs, video conferencing, and data management
- An active driver's license, a reliable vehicle, and a willingness to travel throughout the state
- Experience with creating and executing a budget
- Knowledge of IDEA, Article VII, IEP development, evaluation, progress monitoring, evidence-based instructional strategies, IIEP, special education eligibilities, FBAs, BIPs, data-based decision making, accommodations, related services, procedure safeguards, TOR and TOS responsibilities, manifestation determination conferences, Federal Compliance Indicators, present levels of performance, skill-based and measurable goals, goal alignment, and case conference procedures.

Essential Functions

MANAGERIAL

- Provide supervision and facilitation of the ASSET program.
- Facilitate communication among stakeholders.
- Develop positive professional relationships with stakeholders.
- Facilitate regular meetings with the ASSET stakeholders.
- Provide ICASE with monthly reports of candidates' status toward certification.
- Attend related meetings, as requested.
- Represent ICASE at state and local meetings, as requested.

- Prepare and execute a yearly budget.

CANDIDATES

- Screen candidate applications.
- Pair candidates with supervisors.
- Maintain updated contact list of candidates.
- Keep records of candidate progress throughout the program.
- Maintain a database of candidates.
- Provide support and feedback to candidates, at least quarterly.
- Monitor participation for session attendance, artifact generation, registration for the appropriate PRAXIS exam.
- Provide support and guidance to prepare candidates for PRAXIS exam.
- Support and evaluate candidates.

SUPERVISORS

- Train district directors on expectations of ASSET.
- Maintain a database of district directors.
- Provide support and supervision for the completion of monthly director checklists.

ASSET PROGRAM

- Recruit qualified content experts that align with CEC standards and monthly topics.
- Coordinate bootcamp and monthly professional development sessions.
- Maintain a database of presenters.
- Perform a cycle of program reviews and communicate recommended revisions.
- Prepare and execute contract agreements with speakers.
- Develop a detailed syllabus.
- Stay informed of current research and best practices in special education.
- Maintain a Google Folder with notes from presenters, portfolio requirements, and other resources for candidates to utilize.
- Elicit candidate participation in presentations

FORMATIVE ASSESSMENTS

- Develop and administer formative assessments aligned with asset program content and CEC Standards.
- Administer formative assessments.
- Grade formative assessments.
- Report formative assessment results.

PORTFOLIOS

- Develop portfolio expectations and rubric.
- Develop rubrics for the evaluation of portfolios.
- Oversee and monitor the portfolio process throughout the entire program cycle.
- Evaluate and provide feedback for candidate portfolios after each of three phases.

- Other duties as assigned.

Core Professionalism

- Must demonstrate a pattern of consistent dependability and on-time arrivals and departures to work and all related functions.
- Must follow all local, state, & federal laws related to school and the community and follow all locally established policies and procedures and maintain appropriate credentialing
- Must interact with candidates, colleagues, administrators, and all stakeholders in a respectful manner.
- Must exhibit professional behavior and perform the function of the job in an ethical manner.

Work Environment

- The work environment is fast-paced with minimal to high noise levels.
- This position requires working independently and as part of a team.
- This position requires verbal communication with others on a regular basis, much of which will be done virtually. Some in-person interactions will be required.
- This position is part-time. It is expected that the employee will work the required hours as needed to successfully implement the program objectives and engage in time lit communication with program stakeholders.

Physical Effort

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EEOC Statement

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